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Date

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TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DDA/PLANS		
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DDA REGISTRY
FINE 45-6

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Coordination	Justify	

REMARKS

1 - ACTION

PLEASE PREPARE A MEMORANDUM FOR THE
DDA'S SIGNATURE SEEKING NOMINATIONS TO
REPRESENT THE DDA ON THE FINE ARTS
COMMISSION.

SUSPENSE: 23 JANUARY 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

EO/DDA 7D18 HQS

5041-102

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U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
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13 January 1986

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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Science and Technology
Deputy Director for Operations
✓ Deputy Director for Administration

FROM:

[Redacted]
Chairperson, Fine Arts Commission

SUBJECT:

Representation on the Commission

1. As the Agency moves toward major changes in the next few years in terms of its buildings and surrounding environs, the Fine Arts Commission will be increasingly tasked to decide questions of building and grounds decor. And as these questions ultimately concern--and directly affect--the employees of each Directorate, we are eager to provide for as wide a representation to the Commission as possible. Specifically, we are reestablishing the practice of including representatives of each Directorate at meetings of the Commission. While these representatives will not be members, they will in fact provide an informal channel for communications between the Directorates and the Commission.

2. In the name of the Commission, I therefore invite you to select a representative who is knowledgeable of your Directorate's interests in this field and one whose own interest will lend itself to the Commission's activities. Such an arrangement would, I think, be mutually beneficial.

3. We meet once a month for about one hour at Headquarters, and your designated representative would receive agendas, minutes and meeting notifications. I have attached a copy of the regulations that describe in broad terms the work of the Commission. Please send the name of your representative to:

[Redacted]
Chairperson, Fine Arts Commission
6E08, Headquarters

4. Thank you for your cooperation on an activity which is of concern to all employees.

[Redacted]

~~CONFIDENTIAL~~

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